



Bankcard Authorization Form

New Form

Treasury Department
516 High Street
650-2508 MS-9026

Department Name:

Location:

Description of goods, fee or service:

Currently accept bankcards New User (if NEW is selected, please answer questions 1 and 2 listed below:

1. Anticipated # of internet transactions per month:
2. Average per transaction dollar amount:
3. Department would like to accept bankcards as follows: *(check those that apply)*

In person If in person, do you also want to accept debit cards? Yes No
Telephone Mail Fax

Budget String for equipment and processing costs:

FAST Index Fund Org Acct Prog

By submitting this form, I certify that my department will comply with University POL U-5351.13 Accepting, Processing and Securing Bankcard Information, and that applicable employees in my department have taken the Blackboard on-line training - [Safeguarding Non-Public Financial Information](#).

Financial Manager Name

Phone

Treasury Services Use Only

Approved for: (check those that apply)

Department processing terminal

Merchant Account #:

PIN pad for debit card processing

Central processing, through University Cashier

Comments:

ROUTING INSTRUCTION

The submitter must enter their 8 digit University ID, 6 digit University PIN, and email address of the person to send the form to for further processing. Press **SUBMIT** to send it. [More Information](#)

ID #

Pin #

Email To:

[Check Email](#)

(The Email To field is ignored for the SAVE and ATTACH form actions.)